



State of New Jersey
DEPARTMENT OF HEALTH

PO BOX 361
TRENTON, N.J. 08625-0361

www.nj.gov/health

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CATHLEEN D. BENNETT
Acting Commissioner

2016 LICENSE RENEWALS

Dear Owner/Laboratory Director:

In accordance with N.J.S.A. 45:9-42.30, current clinical laboratory licenses expire on December 31, 2015. To renew for 2016, please download the New Jersey Clinical Laboratory License Application directly from the CLIS website at: www.nj.gov/health/phel/clis.shtml Please call 609-406-6830 for a mailed printed renewal package if you do not have internet access.

- ❖ Please complete the entire Clinical Laboratory license application (Onsite Testing Only), Form CL-3.
 - Follow the instructions located on the CLIS website next to Form CL-3.
 - Incomplete applications will delay the issuance of the 2016 license.
 - Applications will be processed in the order received.
 - Include only one check per testing laboratory, payable to the New Jersey Department of Health or you may submit your payment electronically by e-check/credit card on the CLIS website.
 - Include your CLIS ID number on your check and a photocopy of the check or the electronic payment confirmation.
 - License renewals shall be submitted by November 1, 2015 with a return mailing label or envelope for accurate delivery of the 2016 license.
- ❖ If you have Collection Station Licenses please complete a Collection Station application (Collection Station Only), Form CL-18, for each collection station location.
 - Submit your payment(s) for your collection stations separately from your parent testing site, i.e. do not pay for testing sites and collection stations with the same check, e-check or credit card payment.
 - Please group your collection station license applications into sets of no more than 20 sites per check or if paid electronically, per e-check/credit card payment.
 - Initial collection station applications must be submitted separately from renewal applications.
 - License renewals shall be submitted by November 1, 2015 with a return mailing label or envelope for accurate delivery of the 2016 license.

Your cooperation is requested in adhering to the November 1, 2015 due date in order to avoid late fees and to permit CLIS Licensing staff adequate time for review and approval.

In accordance with N.J.S.A. 45:9-42.43, laboratories determined not to have submitted their License Renewal Application (CL-3 and/or CL-18) with the applicable fees **by December 31, 2015 may be subject to late fees and/or enforcement action.**

If you have any questions or require assistance, please call 609-406-6830.

Thank you for your continuing cooperation.

Sincerely,

Joan Mikita

Joan Mikita, M.S.
Manager, NJ State Licensure/PT Review Program
Clinical Laboratory Improvement Services